Thank you for your interest in Highline College!

This application guide is intended to provide additional information regarding the online admission application. If you have any questions regarding the application, please contact Admissions (admissions@highline.edu).

Application Webpage: admissions.highline.edu/apply
Application Tips & Information

Make sure to remember your application account username and password. You will need that information to log in to complete an unfinished application or apply to more than one college. Your application account is separate from your ctcLink and myHighline accounts. (Note: Applicants with existing ctcLink accounts can log in directly with their ctcLink credentials.)

Be prepared to provide personal information: Name, birthdate, address, SSN/ITIN (if applicable), previous high school/college information, citizenship, and residency. Your SSN/ITIN is not required for admission, but it is required for Financial Aid, other funding sources, and the IRS.

Please take your time and review your responses to ensure you have provided the correct information. Make sure the information you provide is yours and not your partner’s or parent’s.

Please do not submit multiple applications. If you need to make a correction on your application, contact admissions@highline.edu as soon as possible. It is helpful to provide identifying information (name, birthdate, address) in the email.

Citizenship information – If you are a Permanent Resident (Green Card Holder), first select “United States” for Country and then “Permanent Resident” for Citizenship Status.

Review the “Helpful Definition Terms” to make sure you are selecting the correct options on the application.

International students (seeking an F, M, or J Visa) should apply through the International Student Programs office.

Please do NOT select Transitional Studies for Program unless you are enrolling in a High School Completion program. Selecting “Transitional Studies” will skip the necessary citizenship/immigration and residency questions that will determine your eligibility for the in-state, resident tuition rate. We may have to withdraw your application and ask you to reapply under the correct program, which will delay your application process.
If you already have an existing ctcLink account, click on “Login” and enter your ctcLink credentials.

If you do not have a ctcLink account or you do not remember your information, you can click on “Create an account” to create a new application account. Highline transitioned to the new online application on June 30th. If you applied for admission prior to June 30th, 2021, your previous application account login information will not be recognized by this site. You will either need to create a new application account or login with your ctcLink credentials.
Create a New Online Application Account (OAAP)

1. Select the Create an account button.

2. Create a Username and Password. Password should be at least 8 characters long and must contain one special character, an alphabetical character, and a number.

3. Confirm the Password.

4. Enter your personal information (First Name, Middle Name, Last Name, Date of Birth, Email Address).

5. Select the Submit button.

Be sure you save your username and password and the answers to your security questions in case you need to complete your application at a later time.
The Security Questions page displays.

6. Complete the Security Questions by selecting each question from the drop-down menu on the left and entering the answer to the right.

7. Check the I'm not a robot box.

8. Select the Submit box.

Be sure you save your username and password and the answers to your security questions in case you need to complete your application at a later time.
The Registration OTP page displays. This is used to validate the email address provided in the application.

9. Go to the email account entered while creating the application account. Locate the email with the OTP (one-time password) and enter it on this page. Make sure to check the spam/junk folder if you do not see it in the inbox.

10. Enter the OTP provided.

11. Select the Submit OTP button.

The OTP Verified Successfully message displays.

12. Select the Login Here button.
The Welcome! Online Admissions Application page displays.

13. Enter your Username and Password.

14. Check the I’m not a robot box.

15. Select the Login button.

A Captcha image screen displays. Follow the instructions provided.

16. Select the Verify button.

The Welcome page displays again.

17. Select the Login button.
Start A New Application

Immediately below this page, you will find detailed explanations for each section.

- College: HCC (Highline College)
- Program: 
- Degree or Certificate I am seeking: 
- I will be enrolling as a: 
- Term: 
- Academic Focus Area:

Apply
Start A New Application

Immediately below this page, you will find detailed explanations for each section.

College *
- Highline College

I will be enrolling as a... *

Program *

Term *

Degree or Certificate I am seeking... *

Academic Focus Area

Apply
I will be enrolling as…

Start A New Application
Immediately below this page, you will find detailed explanations for each section.

College *
HC Highline College

Program *

Degree or Certificate I am seeking... *

I will be enrolling as a...

First Year
If this will be your first year attending college

Reapplying
If you attended Highline previously

Running Start
If you are a high school student enrolling in Running Start

Transfer
If you are transferring from another college

Apply
Program

Select this if your goal is High School completion (diploma or GED) at Highline or if you are intending to enroll in ESL/ABE courses.

We recommend looking at the list of degrees and certificate on our webpage to determine which Program to select.
Start A New Application
Immediately below this page, you will find detailed explanations for each section.

College *
Highline College

Program *
Academic

Degree or Certificate I am seeking...

I will be enrolling as a...
First Year

Term *

- FALL 2021
- WINTER 2022
- SPRING 2022

Select the term
Degree or Certificate I am seeking....

Scroll through the drop-down menu to find the degree or certificate you are planning to pursue. You have the option to select Undecided. If you don’t see the degree or certificate you need, we recommend changing the Program option.
### Start A New Application

Immediately below this page, you will find detailed explanations for each section.

<table>
<thead>
<tr>
<th>College</th>
<th>I will be enrolling as a...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highline College</td>
<td>First Year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>FALL 2021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree or Certificate I am seeking...</th>
<th>Academic Focus Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Transfer AA DTA</td>
<td>AA/DTA Exploratory Path</td>
</tr>
</tbody>
</table>

[Apply]
Verify your name and birthdate are correct. If you need to make a correction, you can go to Account Settings to update your information prior to submitting an application.

*If you are a returning student logging in with your ctcLink credentials and need to make corrections to your address, email, and phone information, you will need to do this in ctcLink before applying for admissions.

Your SSN/ITIN is not required for admission, but it is required for Financial Aid, other funding sources, and the IRS. If you do not have an SSN/ITIN, then you can leave the SSN or ITIN section blank.
## Phone & Email Information

Enter in your phone information and email. You can add multiple phone numbers and email addresses by selecting the **Add New** button under each section.

<table>
<thead>
<tr>
<th>Phone Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td>Home</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Extension</strong></td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Email Type</strong></td>
</tr>
<tr>
<td>Home</td>
</tr>
</tbody>
</table>
Citizenship Information

Select **United States** for **Country** and select the appropriate **Citizenship Status**.

- Options: **US Citizen, Naturalized, Alien Permanent, Alien Temporary, Permanent Resident, Employment Visa, Canadian Citizen, and Other**.

All students are welcomed at Highline regardless of citizenship status. This information is requested to determine the students’ eligibility for in-state, resident tuition status. Please be assured your information will remain private and protected.

*If you are a Permanent Resident, please make sure to select **United States** and **Permanent Resident**.*
## Address Information

Enter in your valid address information. You can add multiple addresses by selecting the **Add New** button under each section.

<table>
<thead>
<tr>
<th>Address Type *</th>
<th>Country *</th>
<th>Address Line 1 *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>United States</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td>Address Line 3</td>
<td>City *</td>
</tr>
<tr>
<td>Postal Code *</td>
<td>State *</td>
<td>Country</td>
</tr>
</tbody>
</table>

Click the "Next" button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.
High School Information

This section is required. Enter in the name of your high school in **Search High School**. If your high school exists in the database, then the address information will autofill. If you cannot find your high school, click on the checkbox next to **Add School/College**, and you can manually enter in the school details.

If you do not remember the exact dates of attendance, we recommend entering approximate dates.

<table>
<thead>
<tr>
<th>Add School/College</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search High School</td>
<td>Address Line 1</td>
</tr>
<tr>
<td>Address Line 2</td>
<td>Address Line 3</td>
</tr>
<tr>
<td>Postal Code</td>
<td>City</td>
</tr>
<tr>
<td>Attended From Date</td>
<td>State</td>
</tr>
<tr>
<td>Attended To Date</td>
<td>Location Code</td>
</tr>
</tbody>
</table>

What will your high school completion status be when you begin college? *

High School Diploma
## College Information

This section is optional, but highly recommended for applicants with previous college experience. Enter in the name of your college in **Search College**. If your college exists in the database, then the address information will autofill. If you cannot find your college, click on the checkbox next to **Add School/College**, and you can manually enter in the school details.

If you do not remember the exact dates of attendance, we recommend entering approximate dates.

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<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add School/College</td>
<td>Check the box to add a new school</td>
</tr>
<tr>
<td>Search College</td>
<td>Enter the name of your college</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>Enter the address line 1</td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>Address Line 3</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Postal Code</td>
<td></td>
</tr>
<tr>
<td>Location Code</td>
<td></td>
</tr>
<tr>
<td>Attended From Date</td>
<td>Enter the start date of attendance</td>
</tr>
<tr>
<td>Attended To Date</td>
<td>Enter the end date of attendance</td>
</tr>
</tbody>
</table>

Click the "Next" button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.
Ethnicity Details

This page is optional but available for all applicants. For question 2, you may make more than one selection.

1. Are you Hispanic or Latino?
   - Yes, I am Hispanic or Latino
   - No, I am not Hispanic or Latino

2. What is your race? Select one or more
   - White
   - Black/African American
   - Hispanic/Latino
   - Asian
   - American Indian/Alaska Native
   - Native Hawaiian/Other Pacific Islander

Response or non-response to this section will not affect your consideration for admission. Click the “Next” button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.
Residency

The responses provided in this section will not affect your eligibility for admission; however, they will affect your residency coding. The Admissions Department may request for additional documentation, so make sure to check your email for any follow-up communication.

Questions

• Do you understand your response to the residency questions will not affect your consideration for admissions?
• Are you a U.S. Citizen?
• Have you lived in the State of Washington for the past 12 consecutive months?
• Do you have a driver’s license or state ID?
  ➢ If yes is selected, Your current driver’s license or state ID was issued in which state?
• Do you have a registered vehicle?
  ➢ If yes is selected, Your current vehicle registration was issued in which state?
• Are you under the age of 24 years old?
  ➢ If yes is selected, For the current or past calendar year, will/did your mother, father, legal court-appointed guardian claim you as a dependent for federal income tax purposes? Has your mother, father, legal court-appointed guardian lived continuously in Washington the past 12 months?
• Are you getting financial assistance from another state?
  ➢ If yes is selected, Does that funding require residency in another state?
• Are you an active duty member of the U.S. Armed Forces or Washington National Guard?
• Are you the spouse or dependent of an active duty military person stationed in Washington or a spouse or dependent of an active duty member of the Washington National Guard?
• Have you separated from active duty in the last 12 months?
Supplemental Questions

Required items are indicated by an asterisk *

Response or non-response to this section will not affect your consideration for admission.

Have you been in Washington state, federal, or tribal foster care for at least one day since your 13th birthday? Former Foster Youth may qualify for educational benefits and support services. *

Has either of your parents earned a High School Diploma? *

Are you currently employed? *

Veterans and/or their dependents may qualify for educational benefits. Please indicate if you would like additional information. *

Click the "Next" button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.
Review and Submit

Select the checkbox next to Yes, I accept. You can select Save for later or Submit Now. You will receive a Your application submitted successfully message when you select Submit Now.

Review and Submit

By selecting "Yes" below, I certify that all statements on this form are true to the best of my knowledge. It is the policy of Washington’s community and technical colleges to provide equal opportunity in education regardless of race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, gender identity, veteran status or the presence of any sensory, mental, or physical disability.

Response or non-response to any of the questions listed as voluntary in this application will not affect your consideration for admission.

Yes, I accept

Date: Jun 29, 2021

Save for later  Submit Now

Your application submitted successfully.
Frequently Asked Questions

When and how will I receive communication regarding my application?
All admission applications are manually processed by the Admissions Department. Once your application has been processed, we will send your acceptance email to the email account used on the application. Please make sure to check your spam/junk folder if you do not see an acceptance email from admissions@highline.edu. Most applications are processed within 3-5 business days.

I made a mistake on my application. How can I make a correction?
Contact admissions@highline.edu as soon as possible. We can assist with updating your application information.

I applied for Highline last year, but I cannot log in to my account to reapply.
Highline transitioned to a new application platform (OAAP) on June 30th, 2021. If you applied for admission prior to June 30th, then your previous application account login information will not be recognized. You can create a new application account or login with an existing ctcLink account (if applicable).

The application cannot find my high school or college. How can I proceed?
You can select the checkbox next to “Add School/College” and then manually enter your previous school information.

Who needs to submit a new online admission application?
The application is required for new students to the college and former students who have not enrolled in courses at Highline in the last 12 months (4 quarters).

How can I receive assistance with the application?
Contact the Admissions Department. Our contact information is available on https://admissions.highline.edu/contact-us.
Questions? Contact Admissions

admissions.highline.edu/contact-us